



Voluntary Product Accessibility Template (VPAT) Review Checklist

RE: IMPACT Section 508 - Tips & Resources

A **VPAT** provides information on how a product or service claims to conform to the Section 508 Access Board Accessibility Standards for Electronic and Information Technology (EIT). The criteria by which **IMPACT** reviews **VPATs** presented by vendors are exactly the same as those that are suggested by Information Technology Industry Council (ITIC) in their VPAT Best Practices. **

Date: _____

VPAT Accepted:

- ☐ YES
- ☐ NO

Product Name: _____

Product Version Number: _____

Vendor Company Name: _____

Vendor Contact Name: _____

Vendor Contact Telephone: _____

VPAT Reviewer: _____

Purchase or Change Control Board (CCB) Number (if available):

QUESTIONS

1. Is the **VPAT** Date included?

- ☐ **YES**
- ☐ **NO**

2. Is the product identified by Name and Version Number?

- ☐ **YES**
- ☐ **NO**

3. Is Contact (POC) Information readily available?

- ☐ **YES**
- ☐ **NO**

4. Is there a Summary Table (or snapshot equivalent) that shows the subsections of subparts B, C and D of the Section 508 Standards and identifies those that apply?

- ☐ **YES**
- ☐ **NO**

5. Are there Detail Tables that contain the actual Section 508 language of the referenced subsection, divided up into its respective subparagraphs (a, b, c, d etc.) for each subpart that does apply?

- ☐ **YES**
- ☐ **NO**

6. Is the Suggested Language [*See Appendix A below*] used to fill out the **VPAT** and is there consistent usage throughout?

- ☐ **YES**
- ☐ **NO**

7. Are all Tables in the suggested three-column format?

- ☐ **YES**
- ☐ **NO**

8. Are the Table columns Used and Organized as suggested?

- ☐ **YES**
- ☐ **NO**

for Summary Table

8.1. Does Column 1 (Criteria) of the Summary Table describe the subsections?

- ☐ **YES**
- ☐ **NO**

8.2. Does Column 2 (Supporting Features) of the Summary Table, describe whether the product has features that support the accessibility Criteria of the corresponding subsection, or, state “Not Applicable”?

- ☐ **YES**
- ☐ **NO**

8.3. Does Column 3 (Remarks & Explanations) of the Summary Table contain additional General remarks about the product?

- ☐ **YES**
- ☐ **NO**

for Detail Tables

8.4. Does Column 1 (Criteria) of the Detail Tables contain the lettered paragraphs of the respective subsection?

- ☐ **YES**
- ☐ **NO**

8.5. Does Column 2 (Supporting Features) of the Detail Tables describe whether the product has features that support the accessibility Criteria of the corresponding subparagraph, or, state “Not Applicable”?

- ☐ **YES**
- ☐ **NO**

8.5.1. Does Column 2 of the Detailed Tables also report (e.g., from Appendix A below) the appropriate level of conformance of the product against the given criteria (e.g., whether or not the product fully meets, partially meets, does not meet, or is not applicable to the given requirement)?

- ☐ **YES**
- ☐ **NO**

8.6. Does Column 3 (Remarks & Explanations) of the Detail Tables succinctly and sufficiently detail/explain claims/responses in column 2? Including claims of non-applicability?

- ☐ **YES**
- ☐ **NO**

8.6.1. For example, does the vendor succinctly and sufficiently explain how the product fully meets, does and does not partially meet, or is not applicable to the given criteria/requirement(s)?

- ☐ **YES**
- ☐ **NO**
- ☐ **NOT APPLICABLE**

8.6.2. Does the vendor explain in detail where in the product an Exception occurs (if applies)?

- ☐ **YES**
- ☐ **NO**
- ☐ **NOT APPLICABLE**

8.6.3. Does the vendor explain Equivalent Methods of Facilitation (if applies)? (Definition of "equivalent facilitation" See 36 CFR 1194.5.)?

- ☐ **YES**
- ☐ **NO**
- ☐ **NOT APPLICABLE**

APPENDIX A (of the DoS VPAT/GPAT Checklist)

Suggested Language for Filling out the VPAT/GPAT

In order to simplify the task of conducting market research assessments for procurement officials or customers, ITIC (Information Technology Industry Council) has developed suggested language for use when filling out a VPAT/GPAT. You may choose to employ all or some of the language below. Once you determine what language you intend to use, we recommend that use is consistent throughout all of your VPAT/GPATs.

Supporting Features (Column 2 on VPAT/GPAT)

Supports

Use this language when you determine the product fully meets the letter and intent of the Criteria.

Partially Supports or Supports with exception(s)

Use this language when you determine the product does not fully meet the letter and intent of the Criteria, but provides some level of access relative to the Criteria.

Supports through Equivalent Facilitation

Use this language when you have identified an alternate way to meet the intent of the Criteria or when the product does not fully meet the intent of the Criteria.

Supports when combined with Compatible AT

Use this language when the product instead uses a different but equivalent or better means of meeting the EIT accessibility Criteria.

Does not Support

Use this language when you determine the product does not meet the letter or intent of the Criteria.

Not Applicable

Use this language when you determine that the Criteria do not apply to the specific product.

Not Applicable - Fundamental Alteration Exception Applies

Use this language when you determine a Fundamental Alteration of the product would be required to meet the Criteria (see the access board standards for the definition of "fundamental alteration").

(IRM/BMP/GRP/SM/IMPACT)

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